

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Department/Agency Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a permit for keeping an aquarium at my residence. I understand the importance of adhering to local regulations and want to ensure that I am in compliance with all necessary guidelines. I plan to maintain a [size/type of aquarium] with [specific fish or aquatic species] and will adhere to best practices for care, maintenance, and ethical treatment of the aquatic life. I am also prepared to provide any additional information or documentation required for the permit application.

Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]